



Teacher Initiated Program GRANT INSTRUCTIONS AND GUIDELINES

PURPOSE:

The purpose of the Teacher Initiated Project is to help teachers:

- 1) collaborate with practicing professional artists on the design and implementation of innovative projects for their classroom that will enable teachers to integrate the arts into language arts, math and science;
- 2) by providing one-on-one support by an artist for the teacher that will help develop the teacher's skill in a particular artistic discipline;
- 3) by supporting the classroom teacher in advancing their abilities to conduct action research as it relates to teaching dance, music, theatre, and visual arts education or using dance, music, theatre and visual arts as tools for integration with other academic disciplines;
- 4) conduct a one-week residency with the artist of the teacher's choice, working *side-by-side* with the artist.

GUIDELINES:

- Any teacher in any private or public school is eligible.
- No more than two teachers from any given school can apply in each grant cycle.
- There is no cash match required and matches are provided through teacher time/commitment
- The award is made to the school and the school must pay all project costs including artists' salaries, travel, per diem, lodging, materials, supplies, course fees, etc.
- Schools that are recipients of standard artists in residencies or arts education projects cannot apply for "Purpose #4" (a week long residency).
- A letter of support from the principal must accompany each application.
- Only a portion of the budget (\$500) may be applied to consumable materials or commercial instructional materials and requested material must support one of the categories listed under Purpose.

REVIEW CRITERIA:

- Artistic excellence of the artist and intended project activities
- Participation of the teacher in *all* project activities
- Potential for increasing the capacity of the teacher to teach the Utah fine arts core curriculum or to integrate the arts into language arts, math, and science
- Advocacy for the arts and arts education at the teacher's school
- Commitment to documenting teacher progress in achieving project goals

**APPLICATION FORMAT INSTRUCTIONS:**

To help us prepare your application for panel review, and because panelists must be able to read a substantial amount of material easily:

- Do not recreate or reformat grant applications using your computer.
- Applications should be typed.
- Applications must be clear and dark enough to duplicate.
- Do not staple, bind, use sheet protectors, or notebooks.
- Submit the original application, complete with original signatures.
- Optional attached supplemental materials should be appropriate to this project. You must include two sets.

SUPPLEMENTAL MATERIALS may include, but are not limited to:

- An assessment tool.
- Reports of past funding successes.
- One page description of partners and/or school feeder system.
- Supporting materials (resume, work samples, bio, etc.) for the residency artist(s) *if not* currently on UAC Arts Education Roster.

FIRST TIME APPLICANTS must consult with an Arts Education (AE) staff person at the Utah Arts Council prior to submitting an application. These consultations may be on site or by phone. To schedule a consultation, call the AE office at (801) 236-7542, 7543 or 7541.

DRAFTS

AE staff will review drafts of applications. Drafts may be faxed to the AE office before February 13, 2004. Fax to (801) 236-7556. Remember FINAL applications cannot be faxed.

MAIL OR HAND DELIVER

You may apply for only one grant.

Applications submitted by mail must be **postmarked** by **March 1, 2004**. We suggest you obtain a hand-canceled receipt from your post office.

Mail applications to:

**Utah Arts Council, Arts Education
617 East South Temple
Salt Lake City, UT 84102**

Hand delivered applications are due to the arts education office no later than 5:00 p.m. March 1, 2004. (Make sure you collect a receipt.)

Deliver applications to: Utah Arts Council, 617 East South Temple, Salt Lake City.

Incomplete, late, unsigned, metered, hand written narratives, or faxed applications are not accepted. No Exceptions.



Teacher Initiated Program

Narrative

Funding for July 1, 2004 – June 30, 2005

NARRATIVE GUIDELINES:

- Each page of narrative must indicate at the top:
 1. Name of teacher (applicant) & school
 2. City
- Retype questions prior to answering.
- Single space between paragraphs.
- Use 8 ½ X 11 inch white paper, one side only.
- Use margins of at least one inch on the top, bottom, and sides of all pages.
- Use at least 12-point, Arial or Times New Roman font.

NARRATIVE QUESTIONS:

Please respond to the following, keeping in mind the review criteria listed in “Grant Instructions and Guidelines” on a total of two single-sided pages or less.

- 1) Briefly describe your school (urban, rural, etc.) and your class (grade level, simple class profile).
- 2) Briefly describe the plan for which you are requesting support.
- 3) Briefly describe artists or artistic and educational resources you are wishing to use and how they will contribute to the accomplishment of your plan.

**The Utah Arts Council/Arts Education program is funded in part
by the Utah Legislature and the National Endowment for the Arts.**



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Where ideas connect™



Arts Education

Teacher Initiated Program (TIP)

Grant Application

Funding for July 1, 2004 – June 30, 2005

1. Teacher's Name					
2. Home Address		City		Zip	
3. Home Phone	()	4. Email Address			

5. School Name						
6. School Mailing Address		City		Zip		
7. Principal's Name		8. School Phone	()			
9. School District Name		10. County				
11. Federal Employer Identification Number (9-digits)	87 -					
12. Check special populations <u>to be involved in this residency</u>	Physical Disabilities	<input type="checkbox"/>	Low Income	<input type="checkbox"/>	Other	<input type="checkbox"/>
	Learning Disabilities	<input type="checkbox"/>	ESL	<input type="checkbox"/>		
13. Check description of school instructional venue	Departmental	<input type="checkbox"/>	Trimester	<input type="checkbox"/>	Semester	
	Extended Day	<input type="checkbox"/>	Year Round	<input type="checkbox"/>		

14. U.S. Congressional District Representative	Cannon <input type="checkbox"/>	Bishop <input type="checkbox"/>	Matheson <input type="checkbox"/>
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15. UTAH LEGISLATORS	
Representative(s)	Senator(s) <i>IT IS NOT Bennett or Hatch</i>

If you do not know your Utah Senate District, House District, or U.S. Congressional District Representative, please refer to this web site: www.vote-smart.org/index.phtml or call your County Clerk's office for this information.



Arts Education

ARTIST CHOICE (Artist must be on the AE Artist Roster. Artists not on the roster must apply to be on the AE roster at the time of application. Please contact the AE office for further inquiries 801.236.7542)

16. List the name of the AE Roster Artist for which this grant will be used					
17. List the city and state in which the artist lives		City		State	
18. Check the discipline of this artist					
<input type="checkbox"/>	Dance	<input type="checkbox"/>	Music		
<input type="checkbox"/>	Film/Video	<input type="checkbox"/>	Storytelling		
<input type="checkbox"/>	Literary Arts	<input type="checkbox"/>	Theatre		
<input type="checkbox"/>	Multi-Discipline	<input type="checkbox"/>	Visual Arts		

APPLICATION SIGNATURES

19. Applicant (Teacher)

Name (typed)

Signature

Date

20. Artist (Note: Artist must sign this application before it is received by the UAC. Plan ahead and keep a copy for your records.)

Name (typed)

Signature

Date

Notification of panel decisions will be mailed in mid-June to the applicant, artist, and school. Grant funds are sent directly to the applying organization. (Funds will not be sent to umbrella organizations.) Keep a copy of this grant for your records.



Don't forget to include the narrative portion of the application!